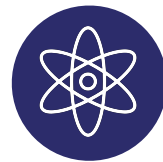


PRINCIPLES TO KEEP IN MIND:

The following document was designed to start a conversation around what a structured and intentional progression of teaching employability skills (aka - soft-skills, 21st century skills, etc.) across grades K-12 could look like across the West Michigan region (e.g. - Allegan, Ottawa, Kent, and Muskegon counties).

While looking through this document, there are a couple of principles to keep in mind:



THIS SUPPORTS AND DOES NOT REPLACE

The skills outlined within this document come from the US Government's O*NET Program. Your district or school has probably been working with students on very similar skills that may be named or described slightly differently.

This progression is meant to support and not replace what you are already doing within your district or school. Use this document to verify what you are already doing and to probe where there are areas that might need to be reworked or added to.



COMMUNICATION, COMMUNICATION, COMMUNICATION

Learning to listen, speak, read, and write effectively is an essential task, especially in the early grades. As a result, the skill of communication is emphasized across all of the grade bands, but is especially highlighted in grades K-3.



SKILLS ARE EMPHASIZED DURING SPECIFIC GRADE BANDS, BUT ARE LEARNED THROUGHOUT

While approximately 2 skills are emphasized or worked on every 2-3 years, this does not mean that students do not naturally learn about or utilize them beforehand or stop learning about and utilizing them after the grade band they are emphasized in has passed.

PROPOSED EMPLOYABILITY SKILLS PROGRESSION



GRADES K-1 - PARTICIPATION & GOOD CHOICES

Students in grades K-1 are learning about and working toward proficiency in (1) **Participation** (demonstrating appropriate levels of participation in school) and (2) **Making Good Choices** (thinking about one's actions and demonstrating empathy for others).



GRADES 2-3 - TEAMWORK & ACHIEVEMENT

Students in grades 2-3 are learning about and working toward proficiency in (1) **Teamwork** (being pleasant, cooperative, sensitive to others, and easy to get along with and having a preference for associating with other students) and (2) **Achievement** (setting goals, trying to succeed at those goals, and striving to be competent in their own work).



GRADES 4-6 - RESPONSIBILITY & REASONING

Students in grades 4-6 are learning about and working toward proficiency in (1) **Responsibility** (being dependable, committed to doing the job correctly and carefully, and being trustworthy, accountable and attentive to details) and (2) **Reasoning** (critical thinking, problem solving, judgement, and decision making).



GRADES 7-8 - TIME MANAGEMENT & TECHNOLOGY MANAGEMENT

Students in grades 7-8 are learning about and working toward proficiency in (1) **Time Management** (attendance and punctuality, being attentive to project milestones and deadlines, and scheduling with others) and (2) **Technology Management** (effective use of technology and the maturity and self-control to limit technology distractions).



GRADES 9-10 - DECISIVENESS & ADAPTABILITY

Students in grades 9-10 are learning about and working toward proficiency in (1) **Decisiveness** (showing leadership and independence, developing one's own way of doing things, and guiding and depending on oneself) and (2) **Adaptability** (maturity, poise, flexibility, and restraint to cope with pressure, stress, criticism, setbacks, etc.).



GRADES 11-12 - INNOVATION

Students in grades 11-12 are learning about and working toward proficiency in **Innovation** (the ability to generate new ideas, processes, products, etc. that have value both to the student and a wider audience).